

Contracting - The Federal Acquisition Regulation (FAR para 2.101) defines contracting as purchasing, renting, leasing or otherwise obtaining supplies or services from non-federal sources.

Acquisition - means the acquiring by contract with appropriated funds of supplies or services (including construction) by and for the use of the Federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated.

Contingency contracting - To responsively, effectively, and legally contract for, or to contract for the providing of, the supplies, services and construction necessary to support the mission organization.

Contracting Officer - means a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

Federal Acquisition Regulation - The FAR was established to codify uniform policies for acquisition of supplies and services by executive agencies. It is issued and maintained jointly, pursuant to the Office of Federal Procurement Policy Reauthorization Act, under the statutory authorities granted to the Secretary of Defense, Administrator of General Services and the Administrator, National Aeronautics and Space Administration. Statutory authorities to issue and revise the FAR have been delegated to the Procurement Executives in DOD, GSA and NASA.
Approving/Certifying Official - The individual within a directorate or Activity who will serve as liaison with the Dispute Office, Finance and Agency Program Coordinator.

Cardholder - The individual with a Directorate or Activity to whom a card is issued and procurement authority is delegated. The card bears the cardholder's name and may only be used by this individual to pay for authorized U.S. Government purchases.

International Merchant Purchase Authorization Card (IMPAC) - U.S. Government credit card issued through VISA.

Logistics Civil Augmentation Program (LOGCAP) - Advanced acquisition planning which provides for the use of civilian contractors during wartime and unforeseen military emergencies to augment the U.S. Army combat support and combat service support capability.

2.14.2: Requirements

If you look at the requirements, contracting bridges the gaps that may occur with military logistics. It may take some time before the logistic process gets going and in the interim, contracting is used to fill those gaps. Contracting supplements or augments the existing logistics support capabilities. Contracting meets the service's contracting requirements during peacetime and for contingency deployment, sustainment and redeployment.

2.14.3: Federal Acquisition

The Federal Acquisition System will--

A. Satisfy the customer in terms of cost, quality, and timeliness of the delivered product or service by, for example--

- Maximizing the use of commercial products and services;

- Using contractors who have a track record of successful past performance or who demonstrate a current superior ability to perform; and

- Promoting competition;

B. Minimize administrative operating costs;

C. Conduct business with integrity, fairness, and openness; and

D. Fulfill public policy objectives.

2.14.4: Contractor Support

Other Contractor Support - The Army continually seeks to increase its combat potential within peacetime resource allocation. To achieve the maximum combat potential, maximum support from as many sources as possible is necessary.

This requires support from external resources. Host Nation support is one method of support negotiated through government to government agreements. LOGCAP is aimed at providing another support alternative by capitalizing on the civilian sector in CONUS and overseas locations.

2.14.5: COR Duties

Duties and Responsibilities of Contracting Officer Representative

A. Contracting Officer Representative

1. Appointment

- a. Contracting officers shall be appointed in writing on an SF 1402, Certificate of Appointment, which shall state any limitations on the scope of authority to be exercised, other than limitations contained in applicable law or regulation. Appointing officials shall maintain files containing copies of all appointments that have not been terminated.
- b. Agency heads are encouraged to delegate micro-purchase authority to individuals who are employees of an executive agency or members of the Armed Forces of the United States who will be using the supplies or services being purchased. Individuals delegated this authority are not required to be appointed on an SF 1402, but shall be appointed in writing in accordance with agency procedures.

2. Termination. - Termination of a contracting officer appointment will be by letter, unless the Certificate of Appointment contains other provisions for automatic termination. Termination may be for reasons such as reassignment, termination of employment, or unsatisfactory performance. No termination shall operate retroactively.

3. **Conflict of Interest - Solicitation and acceptance of gratuities by Government personnel.** As a rule, no Government employee may solicit or accept, directly or indirectly, any gratuity, gift, favor, entertainment, loan, or anything of monetary value from anyone who (a) has or is seeking to obtain Government business with the employee's agency, (b) conducts activities that are regulated by the employee's agency, or (c) has interests that may be substantially affected by the performance or nonperformance of the employee's official duties. Certain limited exceptions are authorized in agency regulations.
4. **Limitation(s) -** A contracting officer shall not, other than as provided by law, knowingly disclose contractor bid or proposal information or source selection information before the award of a Federal agency procurement contract to which the information relates.
5. **Responsibilities – Contracting Officer's Representative** is the contract subject matter expert. COR advises the contracting officer on adequacy of product or service, monitors contract compliance, inspects and accepts supplies and services. Specific duties are normally detailed in the letter of appointment. COR's acceptance of a product or service results in contractor payment.

B. U.S. Government Credit Card

1. Dollar Threshold:

- a. The single maximum purchase limit for each cardholder will not exceed \$2,500.00. However, the activity may request a lower limit.
- b. The 30-day cardholder limit is a budgetary limit established by each Command/Directorate/Activity.
- c. The budget office will establish a commitment for each VISA credit card utilizing a bulk funding method and based on a monthly spending limit.

2. Use of IMPAC card:

- a. Purchase must be for official, authorized government purposes.
- b. Purchases must be in compliance with all applicable acquisition regulations.
- c. The Total of a single purchase may be comprised of multiple items and cannot exceed \$2,500.00. Purchase can be denied if the authorized single purchase limit is exceeded. Payment for purchases are not to be split in order to stay within the single purchase limit.

3. Forbidden Purchases:

- a. Cash Advances.
- b. Rental or lease of land or buildings.
- c. Telecommunications
- d. Janitorial and maintenance services.
- e. Rental or lease of motor vehicles unless approvals are obtained through Directorate of Logistics.
- f. Printing or copying services without Directorate of Information Management approval.
- g. Personal clothing or footwear, EXCEPT emergency situations or when required for safety.
- h. Airline, Hotel, Restaurant, Travel Agency, Automobile Rental Agency or Bar purchases.

Year 2000 - All cardholders and approving officials must assure that equipment purchased is Y2K compliant. When making a purchase, if the item has a date function, the cardholder is required to obtain confirmation from the vendor that the item is Y2K compliant and/or that free upgrades will be provided to ensure Y2K compliance on infrastructure devices. Items which may require Y2K compliance include PCs, faxes, digital cameras, intelligent building devices (thermostats), security systems, etc. The cardholder must also advise vendors that the corresponding invoices(s) shall include a written certification that the item is Y2K compliant, IAW FAR 39.002. While working with vendors, it is important to create a paper trail for future reference by documenting your interaction with them.

2.14.6: Procedures

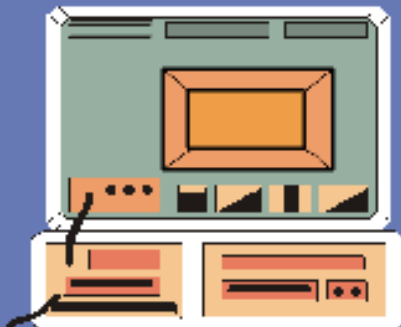
Contracting Procedures during a contingency

- A. Early Phases - Normally simplified purchase procedures are used in the early stages. The J4/G4/S4 controls whether the supply or service is to be filled via military supply system, HNS, LOCAP or by contract.

Later Phases of a contingency - Purchases over \$25,000 (100K when authorized) during contingencies are normally negotiated, which means it will take longer to get your supplies or services. During times of contingencies, contracts may be expedited.

4: End of Course

*THE
END !*



**YOU HAVE
REACHED

THE END

OF THE
COURSE**

If there are other course modules that require to be completed, please proceed on.

If you read all the material (note the pre-requisites) and feel you are ready to take the assessment test for the STOQC Marine/Terminal course, you may exit this course session and register for the Exam session for this course.

To register for the STOQC MT Exam – call or email the STOQC Webmaster (757-878-6889 or DSN 826-6889 or david.sanders3@us.army.mil)